

### 1.3.3 How to Use This Guide

1. Start by familiarizing yourself with the organization and contents of the Guide. Read Section 1.1, “Your Job as an EERE Program Manager” and Section 3.6, “How to Manage an EERE Program: A General Overview of the Program Management Cycle.”
2. Next, read the Guide in its entirety. Even though you are knowledgeable and experienced, you may pick up new hints and insights that will give you an improved perspective on your job as a program manager. If you perform functions that support EERE programs, you will see how your work fits in.
3. Use the table of contents to locate topics of interest and the glossary to interpret specific terms. Refer to the calendar in Section 4.1 frequently and regularly to see if you are conducting your program management activities in a timely manner.
5. Use the specific Information and Instruction Modules in Sections 4.2 through 4.5 to ensure the activity in which you are currently engaged is being done correctly, with the right process(es) and tools, and with the appropriate outcome in mind.
6. Refer to the specific detailed practices, processes, procedures and instructions located in Appendices A through E and in the references listed throughout the Guide.

**Note:** Given the rapid pace of change, this Guide will be maintained as a “living document.” The Guide contains current fiscal year dates and time frames related to actions over several program management cycles. To ensure that the guidance is as specific as possible, as the schedule of events for each upcoming fiscal year is solidified, the pertinent sections will be updated and distributed to all Guide holders.